

ACDUTRA CERTIFICATE

Aloha and welcome to Hawaii. To serve you better, please complete the attached forms in order for us to properly process your claim. The following documents are required and must be submitted (original and 2 copies). Your original forms will be returned to you upon completion of your Annual Training.

- * AT/ADT Orders (Order Modifications if applicable)
- * Front and Back side of Navpers 1070/602R (Page 2) - must be a certified true copy
- * Flight Itinerary
- * DD1351-2 Travel Voucher or Subvoucher
- * Lodging receipt (itemized finalized receipts)
- * Rental car finalized receipt
- * EFT INFO (bank account)
- * Any receipts that can be provide. Mandatory submission of receipt is required for expenses over \$75.00

ADV PER-DIEM 80% (ONLY FOR NON-GTCC) YES OR NO
*****IF YOU RECEIVED ADVANCE PERDIEM, YOU MUST INFORM THE SETTLEMENT COMMAND THAT YOU RECEIVED ADVANCE PERDIEM. IF ADV NOT REPORT/ADV PERDIEM WILL BE COLLECTED FROM YOU***** Provide the following DOCS for ADV/PER-DIEM.

- * A statement of non-availability of messing and quarter
- * Estimate cost of rental car receipt and lodging receipt

Paydays via DMO-DEFENSE MILITARY PAY OFFICE are through Electronic Funds Transfer (EFT)

TRAVEL ENTITLEMENTS PAID SEPARATELY THROUGH EFT

Greater than 30 Days is held on the 15th and 1st of each pay cycle similar to regular military paydays. Final closeout for 30-day personnel will be held on the final day of orders.

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	YES	NO	N/A
1. Are you married?	_____	_____	_____
2. Are you married to an active duty military member?	_____	_____	_____
3. Are you married to a reservist?	_____	_____	_____
4. If married to a reservist, is he/she drilling now?	_____	_____	_____
5. Do you have dependent children?	_____	_____	_____
6. Do you claim dependent children on your page 2?	_____	_____	_____
7. Are you paying child support?	_____	_____	_____
If so, how much? \$ _____ Monthly?	_____	_____	_____
8. Are you entitled to BAQ solely by reason of child support?	_____	_____	_____
9. Does anyone claim your children on their page 2?	_____	_____	_____
10. While on ADT, I am residing at: (Circle one)	_____	_____	_____

CBQ

CNA

Note: If there are any changes in item 10 (lodging accommodation), you **MUST** notify your PLR Representative or PSD immediately.

CERTIFICATION:

I certify that the information given above is correct. I understand the misleading or false information could result in overpayment and legal action taken against me.

Last Name, First, MI

Signature/Date